

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section* FACILITIES & GROUNDS

*Policy Name* SNOW REMOVAL AND ICE CONTROL

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*Board Approved:* November 19, 2019  
October 27, 2015  
February 17, 2010  
March 12, 1999

*Reviewed:* November 5, 2019  
October 5, 2015  
November 23, 2009  
June 21, 2005

*Review Prior To:* December 2024

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## **POLICY**

It is the policy of the Superior-Greenstone District School Board that snow and ice removal procedures shall be developed and carried out with the safety of students as the first concern.

## **PROCEDURES**

### **1.0 Hours of Operation for Equipment**

In general, heavy equipment and large snow blowers should not be used on school property between 8 a.m. and 5 p.m. on school days.

### **2.0 Need During School Hours**

The operation of any snow-blowing machine and heavy equipment on school property when required during school hours must be done with the utmost caution and due consideration and provision for students as the primary consideration.

### **3.0 Use of Custodial Staff**

Coordinator of Operations and School Principals will be responsible to establish procedures for snow removal utilizing custodial staff. This may include clearing of doorways, entrances, sidewalks, roof overhangs, and any other areas of need, specific to a building and site. Snow clearing, ice control, and sanding shall be carried out prior to the arrival of staff and students in the morning, and throughout the day, as required based on weather conditions.

### **4.0 Use of External Contractors**

Snow removal by external contractors may be used for the cleaning of large surface areas (i.e. parking lots) as provided by the Board official assigned to this responsibility. Such use will be in consultation with the Coordinator of Operations and school Principal.

### **5.0 Inspections of Grounds**

Regular inspections of sidewalks, steps, walkways, roadways, and parking lots are to be carried out by the school custodial staff as often as necessary, based on weather conditions, to ensure the safety of all pedestrians and traffic on Board properties.

### **6.0 Ice Control**

Ice build-up on sidewalks, steps, parking lots, and roadways, is to be prevented or minimized. Ice control materials including ice-melter and sand, and manual removal methods, are to be utilized to ensure that slip or fall hazards are minimized.

## **7.0 *Logging of Snow and Ice Control Measures***

Details of all actions taken, weather conditions, site conditions, and any other information required by the Manager of Plant Services, are to be recorded in appropriate online log sheets on a daily, or more frequent basis during seasons when ice and snow are present. Log entries are to be made on appropriate forms as approved by the Manager of Plant Services and must be kept for a minimum of five (5) years as proof of due diligence and be available for review as needed.